Department of Veterans Affairs

REQUEST FOR GOVERNMENT FURNISHED EQUIPMENT (GFE)

USER INFORMATION

1. NAME *(Last, First, MI)*	2. TELEPHONE NUMBER

3. LEADERSHIP ROLE	4. JOB TITLE	5. OFFICE/SECTION

6. REQUEST FOR: ☐ Printer ☐ Thumb Drive ☐ Desktop PC ☐ Laptop

☐ Numeric Pager ☐ Alpha Pager ☐ Cell Phone ☐ Air Card ☐ Blackberry Other:

7. JUSTIFICATION *Note: Provide a brief description of required IT equipment related to the position, complexity, and level of communication required in position*

USER RESPONSIBILITIES

I understand this equipment is provided for official government use only
I understand the transit of VA information off-site is strictly prohibited unless accompanied by express written authorization
I accept responsibility for the equipment identified above, issued to me by the Department of Veterans Affairs, STVHCS
I understand that if this equipment is lost or stolen, it will be reported to the ISO and the IT Help Desk within one hour
I will care for and protect equipment from loss or damage and will notify IT staff of any damage or operational failures incurred
I understand that I will be billed for the replacement cost for any damages or loss occurring as a result of negligence
I understand that if I am re-assigned from my service or position, I will promptly return this GFE to the IT Help Desk
I will agree to and follow VA Handbook 6500, Appendix G, Department of Veterans Affairs (VA) National Rules of Behavior
I will agree to protect all patient health information & ensure confidentiality

WIRELESS DEVICES AND MOTOR VEHICLES

Use of wireless equipment while operating a vehicle is strongly discouraged and may present a hazard to the driver, other employees and the general public. Employees should plan the placement of calls, text messaging or emails either prior to traveling or while on rest breaks. Sending or responding to text messages or email while driving is strictly prohibited. Employees must not use wireless equipment while driving if Federal, State or local law, regulation or ordinance prohibits such use. Should an employee need to place a business call or respond to an email or text message while driving, he/she should locate a lawfully designated area to safely park and use your wireless equipment. For additional guidance with regard to conditions of use and security, see VA Directive 6001 (Limited Personal Use of Government Office Equipment Including Information Technology) and STVHCS Policy Memorandum 003-11-04 (Automated Information Systems (AIS) Security Policy.)

SIGNATURE OF REQUESTER/USER	DATE

I hereby endorse this request based on the justification stated above

SIGNATURE OF SERVICE CHIEF/ADMINISTRATIVE OFFICER	DATE

THIS REQUEST IS	☐ Approved	☐ Explore Alternative Options	☐ Disapproved

SIGNATURE OF ASSISTANT DIRECTOR (FCIO SIGNATURE FOR TENANT EMPLOYEES)	DATE

Print Form